

LOLER Thorough Examination Record

A LOLER thorough examination record: each item of lifting equipment with its identity, SWL, the basis of the examination, defects, whether they are dangerous, the next examination date and the examiner's declaration.

1. Examination

Project

Client

Site *

Site address

Examination date *

Time

Competent person (examiner) *

Company

Company address

Is the examiner self-employed or employed? (choose one)

☐ Self-employed ☐ Employed by the company above

Employer the report is for

Employer address

LOLER regulation 9: where lifting equipment is exposed to conditions that cause deterioration liable to result in dangerous situations, it must be thoroughly examined at least every 6 months if it lifts people or is a lifting accessory, at least every 12 months for other lifting equipment, or in line with an examination scheme drawn up by a competent person. It must also be examined each time exceptional circumstances liable to affect its safety have occurred, and, where its safety depends on how it is installed, after installation and before first use.

2. Equipment

Equipment by building or area (copy this block for each one)

Building or area *

For example Warehouse bay 3 or Workshop

Equipment examined here (copy this block for each one)

Identification or asset number *

Scan the plate or tag

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, asset number, swl.

Type * (choose one)

- ☐ Hoist
- ☐ Overhead crane
- ☐ Mobile crane
- ☐ Forklift mast and chains
- ☐ MEWP
- ☐ Passenger or goods lift
- ☐ Vehicle tail lift
- ☐ Patient hoist
- ☐ Lifting accessory (sling, shackle, eyebolt)
- ☐ Other
- ☐ Chain sling
- ☐ Wire rope sling
- ☐ Webbing sling
- ☐ Shackle
- ☐ Eyebolt

Position in this area

Safe working load

Date of manufacture (if known)

Date of the last thorough examination

Days since the last thorough examination (if applicable; worked out automatically in the app)

Used to lift people?

☐ Yes ☐ No

Examination (choose one)

- ☐ Every 6 months
- ☐ Every 12 months
- ☐ In line with an examination scheme
- ☐ After exceptional circumstances
- ☐ After installation, before first use

If applicable: Equipment for lifting people, and lifting accessories, need examining at least every 6 months unless an examination scheme says otherwise.

If applicable: The last thorough examination was more than 6 months before this one. On a 6-month basis (LOLER regulation 9(3)(a)(i)) the equipment was overdue: record why, and whether it was used while overdue.

If applicable: The last thorough examination was more than 12 months before this one. On a 12-month basis (LOLER regulation 9(3)(a)(ii)) the equipment was overdue: record why, and whether it was used while overdue.

Result * (choose one)

- ☐ Safe to use ☐ Defect to fix by a set date ☐ Dangerous defect: do not use

Defects found and repairs needed (if applicable)

Fix by (if applicable)

Days allowed to put it right (if applicable; worked out automatically in the app)

Particulars of any test carried out as part of the examination

For example a load test, its load and the result. Write None if no test was carried out.

If applicable: Dangerous defect. The examiner must tell the employer straight away, and where there is an existing or imminent risk of serious personal injury, send a copy of the report to the enforcing authority as soon as practicable. The employer must make sure the equipment is not used until the defect is put right.

Latest date for the next thorough examination

LOLER Schedule 1 asks for the latest date by which the next thorough examination must be carried out. On a 6 or 12-month basis it is no later than 6 or 12 months from this examination; under an examination scheme, use the date the scheme sets.

Days from this examination to the next (if applicable; worked out automatically in the app)

If applicable: The next examination date is more than 6 months after this one. On a 6-month basis the latest date is 6 months from this examination, unless an examination scheme applies.

If applicable: The next examination date is more than 12 months after this one. On a 12-month basis the latest date is 12 months from this examination, unless an examination scheme applies.

Photos (photos: attach, or note the file names)

it_f_safe (worked out automatically in the app)

it_f_defect (worked out automatically in the app)

it_f_danger (worked out automatically in the app)

it_f_overdue (worked out automatically in the app)

it_f_late (worked out automatically in the app)

This building or area: items examined (worked out automatically in the app)

This building or area: safe to use (worked out automatically in the app)

This building or area: defects to fix by a set date (worked out automatically in the app)

This building or area: dangerous defects (worked out automatically in the app)

This building or area: overdue at this examination (worked out automatically in the app)

This building or area: next date later than the interval (worked out automatically in the app)

Items examined (worked out automatically in the app)

Safe to use (worked out automatically in the app)

Defects to fix by a set date (worked out automatically in the app)

Dangerous defects (worked out automatically in the app)

Overdue at this examination (worked out automatically in the app)

Next date later than the interval (worked out automatically in the app)

If applicable: At least one item has a dangerous defect. The examiner tells the employer straight away, and the employer makes sure it is not used until the defect is put right (LOLER regulation 10).

If applicable: At least one next examination date is later than the 6 or 12-month interval allows. Check the dates before the report is issued.

3. Declaration

LOLER regulation 10: the examiner makes an authenticated written report containing the information in Schedule 1, as soon as practicable, for the employer and for anyone the equipment is hired or leased from. Schedule 1 includes the date of the report and the name and address of anyone signing or authenticating it for the examiner. This form is a site record of the examination; check every Schedule 1 item is present before it is issued as the report.

Examiner name *

Position

Examiner qualifications

Examiner signature

A rectangular box for the examiner's signature.

Name of the person signing or authenticating the report for the examiner

Only if someone other than the examiner signs the report on their behalf.

Address of that person

Date of the report

Received for the employer by

Signature

A rectangular box for the signature of the person receiving the report for the employer.